

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2015-212    **Issue Date:** 11-09-15    **Closing Date:** 11-18-15

**Special Project Coordinator II**  
**Victims Assistance**  
**Behavioral Health**  
**Department of Human Services**  
**Hourly Wage: \$18.58/Regular/Full-Time**

Responsible for the coordination of all activities related to the Department of Justice Comprehensive Tribal Assistance Program Grant and related campus programs.

**Knowledge, Skills and Abilities:**

- Knowledge of domestic violence, stalking, sexual assault and other related violence required.
- Knowledge of MS Word, Excel, Outlook and PowerPoint.
- Ability to demonstrate organizational skills with astute attention to detail.
- Ability to perform oral and written communication and have interpersonal skills.
- Ability to work under strict deadlines with changing priorities having minimal supervision.

**General Recruiting Indicators:**

- Minimum of an Associate of Arts Degree or at least 3 years of work experience advocating victim rights of victims of violent crimes to state and local law enforcement programs and conducting workshops, seminars, training or related meetings with victim-witness subject matters specialists, state and local officials and members of the local media; or at least 3 years work experience as a Project Coordinator.

**Special Requirements:**

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must possess a valid Washington State Driver License.